Case Management Intake/Assessment
Fields indicated with an asterisk (*) are required to be entered in PE. See intake instructions on how/where to enter in PE.

*Date If others present:	*Case Manager	*Location of Asses	sment	*Agency assigned C	lient ID
	Relationship to	client:	Phone:		
	Cl	lient Information			
*Legal Name:					
*Legal Name: First	Middle	Last		Preferred	
*SSN:/	*DOB:		*Gender: □ N	Male □ Female □ Tra	ansgendered
*Current Street Addres	s:			*Date Moved In:	
* City:	*County:		*State	* Zip	_
	ing/formerly homeless ng/formerly homeless tal/facility ity chiatric	☐ 17-Nursing Hor☐ 17-Other:s not contribute	Mobile Home the Family Member Friend's home/a, not paid by en Foster Group Hag in a place no me *OK to do	nat is Owned c's home/apt/room apt/room nergency voucher Iome t meant for Habitation o home visit? Yes	
*Mailing address/PO Bo	OX:				
*OK to send mail? ☐ Y	es □ No Email address: _		C	OK to send email? □ Ye	s 🗆 No
*Home Phone:	*	*Message?	□ Any □ Di	screet	
Other (Work/Cell) Phor	ne:	Message? □ None □	□ Any □ Di	screet	
Citizenship: □ US □	Other (specify):				
*Race (All identified wit □ White □ Black □ □ Refused to Report □	☐ Asian ☐ Native American	□Native Hawaiian □] Alaskan [☐ Pacific Islander ☐	Other
*Ethnicity: □ Hispanic	□ Non-Hispanic Veteran:	☐ Yes ☐ No If yes, i	s CL eligible fo	or VA benefits? □ Yes	□ No
* Marital Status: □ Div	orced	ed □ Separated □ Si	ngle □ Wido	owed 🗆 Unknown	
*Primary Language: □	English □ Spanish □ Sign □	☐ Other: Will	the client need	l translation services? □	Yes □ No
*Reading Ability/Litera	ncy: □ No □ Yes, □ High	n □ Moderate □ Limit	ed		
□08- □10-		5- 10 th grd. □06- 11 th 9- GED diploma (Circle app. leve	el: Associate de		loma

Client ID:	
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*Household Members **Complete in full: All information is required for RW and HOPWA programs**

Contact First Name		Contact Last Na	ame Relationship to Client
OK to Contact? Emergency Contact? Dependent? Household Member? HOPWA Household Member? Aware of CL Status? Date of Birth: Gender:	☐ Yes	□ No □ Tansgendered	Race (All Identified With): Ethnicity: □ Hispanic □ Non-Hispanic Monthly Income: HIV/AIDS Status: □ AIDS □ Negative □HIV+, Status Unknown □ HIV+, not AIDS □ Indeterminate □ Unknown Phone Number: Msg. Type: □ None □ Any □ Discreet □ Name Only
Contact First Name		Contact Last Na	ame Relationship to Client
OK to Contact?	□Yes	□No	Race (All Identified With):
Emergency Contact?	□ Yes	□ No	Race (All Identified With): Ethnicity: □ Hispanic □ Non-Hispanic
Dependent?	□ Yes	□ No	Monthly Income:
Household Member?	□ Yes	□ No	Monthly Income:
HOPWA Household Member?		□ No	☐ HIV+, not AIDS ☐ Indeterminate ☐ Unknown
Aware of CL Status?	☐ Yes	□ No	
D			Phone Number: Msg. Type: □ None □ Any □ Discreet □ Name Only
		ransgendered	wisg. Type. In Notice In Arry In Discreet In Name Only
Contact First Name		Contact Last Na	ame Relationship to Client
OK to Contact?	□Yes	□ No	Race (All Identified With):
Emergency Contact?	□ Yes	□ No	Ethnicity: Hispanic Non-Hispanic
Dependent?	□ Yes	□ No	Monthly Income:
Household Member?	☐ Yes	□ No	HIV/AIDS Status: AIDS Negative HIV+, Status Unknown
HOPWA Household Member?		□ No	☐ HIV+, not AIDS ☐ Indeterminate ☐ Unknown
TIOT WA Household Melliber!	L 1 CS		
Awara of CI Status?	$\prod \mathbf{V}_{\alpha\alpha}$		
Aware of CL Status?	☐ Yes	□ No	
Date of Birth:			Phone Number: Msg. Type: None Any Discreet Name Only
Date of Birth:		□ No	
Date of Birth:		□ No	Phone Number: Msg. Type: ☐ None ☐ Any ☐ Discreet ☐ Name Only
Date of Birth: Gender: ☐ Male ☐ Fema		□ No ransgendered	Phone Number: Msg. Type: □ None □ Any □ Discreet □ Name Only Relationship to Client
Date of Birth: Gender: ☐ Male ☐ Fema Contact First Name OK to Contact?	ale □T	□ No ransgendered Contact Last Na	Phone Number: Msg. Type: None Any Discreet Name Only Relationship to Client Race (All Identified With):
Date of Birth: Gender:	ale □ T □Yes □ Yes	□ No ransgendered Contact Last Na □ No □ No	Phone Number: Msg. Type: None Any Discreet Name Only Relationship to Client Race (All Identified With): Ethnicity: Hispanic Non-Hispanic
Date of Birth: Gender:	□Yes □Yes □Yes	□ No ransgendered Contact Last Na □ No □ No □ No	Phone Number: Msg. Type: None Non
Date of Birth: Gender:	□Yes □Yes □Yes □Yes □Yes	□ No ransgendered Contact Last Na □ No □ No □ No □ No □ No	Phone Number: Msg. Type: □ None □ Any □ Discreet □ Name Only Relationship to Client Race (All Identified With): Ethnicity: □ Hispanic □ Non-Hispanic Monthly Income: HIV/AIDS Status: □ AIDS □ Negative □ HIV+, Status Unknown
Date of Birth: Gender:	□Yes □ Yes □ Yes □ Yes □ Yes □ Yes □ Yes	□ No ransgendered Contact Last Na □ No □ No □ No □ No □ No □ No	Phone Number: Msg. Type: None Any Discreet Name Only Relationship to Client Race (All Identified With): Ethnicity: Hispanic Non-Hispanic Monthly Income: HIV/AIDS Status: AIDS Negative HIV+, Status Unknown HIV+, not AIDS Indeterminate Unknown
Date of Birth: Gender:	□Yes □Yes □Yes □Yes □Yes	□ No ransgendered Contact Last Na □ No □ No □ No □ No □ No	Phone Number: Msg. Type: □ None □ Any □ Discreet □ Name Only Relationship to Client Race (All Identified With): Ethnicity: □ Hispanic □ Non-Hispanic Monthly Income: HIV/AIDS Status: □ AIDS □ Negative □HIV+, Status Unknown

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Employment and Transport 35 hrs per week \square < 35 hrs per week \square		l. I. Tr Divilial
35 hrs per week \square < 35 hrs per week \square		1. 4. DT Disable 4
	Chempioyed/110t Disab	ied Liemp Disabled
rm Disabled		
tation? Ves No		
	Member DI eases (`ar □ Medicaid Van
	Wichidel Leases C	ai in Medicald Vali
TO'		
	Dagwiggs** Cas ADAD	Dragram Cuidalinas for
	services See ADAF	riogrami Guidennies foi
auton.		
Received From	\$ Client	\$ Household/Other
Paid To	\$ Client	\$ Household Other
	Finances d for all services: HOPWA, RW, & ADAI tation. Received From	Finances d for all services: HOPWA, RW, & ADAP services** See ADAP tation. Received From \$ Client

			Client ID:			
]	Medical Information				
HIV STATUS (Self Report)						
	nosis: *Date of AIDS Diagnosis (if applicable):					
*Current Stage of Disease:A	AIDSHIV +,	AIDS Status Unknown	HIV+, Not AIDS	Indeterminate		
☐ Blood Transfusion ☐ Exposure	How do you think you got infected? (List all Possible Transmission Routes) ☐ Blood Transfusion ☐ Exposure to Blood ☐ Hemophilia ☐ Heterosexual Contact ☐ IV Drug Use ☐ Man Who has Sex with Men (MSM) ☐ Perinatal ☐ Other ☐ Undetermined ☐ Refused to Report					
Primary Care Provider:		Infectious Disease l	Physician:			
* Primary Care Source: □ Other P □ RW Title III Clinic □ RW Title						
*Most recent CD4:	*Most recent vira	ıl load: *	Date of lab results: _			
*How do you rate your overall he	alth?	ent 🗆 Very Good 🗀 Good	d □ Fair □ Poor	☐ Don't Know		
MEDICATIONS/TREATMENT ADHE	RENCE					
*Current Medication Name *	*Date Started	*Antiretroviral? (Y/N)	*Condition Treated	Pharmacy used for this med		
1.	Date Started	Antifettovital. (1/14)	Condition Treated	Tharmacy used for this nice		
2.						
3.						
4.						
_						
6						
7.						
*How many antiretroviral meds is			□ 1 □ 3 or 4 □ 2	□ Unknown		
*Date antiretroviral therapy was s * Is therapy Salvage? ☐ Yes ☐ N	started: o (Salvage therap	*Is CL on HAART? y will need confirmation from	? ☐ Yes ☐ No om CL's physician)			
Any drug allergies? ☐ Yes ☐ N	No If yes, please	list:				
Do you have any side effects or pr	oblems taking an	y of your medications?				
Have you missed any doses of you		he last month? If yes, how				
Do you have any cultural or religious beliefs/practices that would prevent you from taking medications or accessing medical care? If yes, Please describe:						
HIV KNOWLEDGE SCREENING Why are CD4/viral load tests important to your health?						
How do you feel about coming to	_		-			
Describe the client's understanding	ng of HIV?					

NOTE: Be sure to assess/discuss HIV transmission factors in the risk assessment section to meet the full HIV knowledge screening requirement.

MEDICAL ASSESSMENT Diagnosed health problems	s other than HIV (Ex: heart disease, diabet	tes, blood pressure, TB, etc):
		No, has a Hx of TB No, has already completed this yr. If yes, Date of chest x-ray:
*Has client already had a	ΓB test this year? □ Yes □ No If yes, plo	ease indicate the date and results:
Last Pregnancy End Date:	Yes □ No □ N/A If yes, expected du □ Elective Abortion □ Live Birth □ Mi	
Pneumovax	Other vaccines:	ot Hep B vaccine
Thrush Short term memo	ry loss Yeast infections Nausea Chi	edness Weight loss Loss of appetite Diarrhea lls Change in vision Cold sores None work and do the things you enjoy?
*Opportunistic Conditions Wasting Syndrome Cryptococcal Hepatitis B Kidney failure Neuropathy Pneumonia Toxoplasmosis	 □ CMV □ Invasive cervical cancer □ Lymphatic leukemia □ Non-Hodgkin's lymphoma □ Shingles 	Thrush Dementia Vision loss Meningitis PCP Syphilis Other:
VISION/DENTAL/NUTRI	TION/ADL's/IADL's	
When was your last dental	check-up? Dental needs now:	
When was your last eye ex-	am? Vision needs now:	
How many meals do you ea	nt per day? Is your diet well-balanced	/nutritious? Assistance needed with nutrition?
Is assistance needed with d If so, please describe:	aily activities (walking, feeding, bathing, g	rooming, dressing, toileting)?
Is assistance needed with the management)? If so		ping, using the phone, medication management, money
History of sexually transm	Risk Assessmitted diseases: SyphilisHerpesGono	nent orrhea Chlamydia Genital warts None Other:
	e may currently have an STD (Other than cate if currently receiving treatment:	HIV)? ☐ Yes ☐ No If yes, please specify and refer for
Tell me what you know abo	out how to avoid HIV transmission and/or	re-infection?

Client ID:

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What types of sex have you ever had?OralAnalVaginal							
What types of se	ex do you <u>cur</u> ı	ently have?	Oral	_AnalVagir	nal None		
Do you currently	y have sex wit	:h? Me	nWome	enBoth _	NA		
How often do yo What is the clien	ou use condom nt's understan	ns for sexual ading of how	activities? _ v to use male	or female condo	oms and/or dental da	ams?	
If IV drug use w	as a risk facto	or, was risk	reduction re	lated to clean ne	edles and no sharin	g needles discu	ussed? □ Yes □ No
☐Limited cognit	ive ability \Box	Substance U	se/Abuse \Box	Limited income	usive sex partner to purchase protection actice safer sex C	n □Low self	
Has the client no	otified past/cu	rrent sexua	l partners of	HIV status? □	Yes □ No		
If no, describe w	vhat steps wer	e taken to a	ssist client in	this process (su	ch as referral to DI	S):	
			Leg	al Documents	Status		
			Liga	ai Documents	Status		
Document			Needed	In Progress	Completed	Not Needed	Not Interested
Will			Ticcucu	In 1 Togicos	Completed	Tiotiteeded	1 (of Interested
Durable Power	of Attorney						
Living Will	011111011101						
Health Care Po	ower of Attori	nev					
Guardianship		3					
Burial Plans							
Legal Problems	(indicate lega	l/criminal h	istory):	_ I			
Remark on any			•				
Kemark on any	pending regar	problems	1 necus				
			Н	ousing Assess	ment		
Does the client f	eel that his/he	r housing is					
Is the client in d							
		ınctional ina	idequacies in	the client's hon	ne? □ Yes □ No		
If yes, please des		hia/han ann					
				Substance U			
					mines, Steroids, Che		
		•	s, Marijuana,	Prescription Dru	gs, Sedatives, OTC N	Aedications, etc	<i>)</i> .
•	y of substan				Б 6	A 6.0° 4	D 11 (11 (10
Substance	Currently Using?	Date of las use?		age quantity e (How much)	Frequency of use (How often)	Age of first use?	Does client identify use as a problem to work on?
Has client ever l	oeen in treatm	nent? □Yes	□ No If y	es, when and wl	nere?		

Client ID:

	Client ID:
Does client fee	I treatment was effective? Yes No Comments:
	ing, is the client willing to receive a referral to a substance abuse counselor or program? Yes No
	Mental Health Assessment
	gives your life meaning / Hobbies you enjoy:
	at are the things that worry you? How long have you worried about them? What have you done in the past to with the stress?
	s spirituality or religion play in your life?
Please list all N	Mental Health issues or disorders (diagnoses) and treatment (for at least the past 10 years, include types of gth of time in treatment, and provider:
	attempted to hurt or kill yourself or others in the past? No e when and how?
In the last mor	nth, have you often experienced feelings of sadness or hopelessness? Yes No
	nth, have you experienced a loss of interest in things you like doing? Yes No
Have you rece	ntly been bothered by thoughts or feelings that people were trying to hurt you? 🛚 Yes 🔻 No
Have you rece	ntly heard, seen, or felt things that no one else could? \square Yes \square No
□Yes □ No	been a victim of domestic violence (verbal or physical abuse by a partner/spouse/family member)? currently involved in an abusive relationship? \[\textsize \texts
ii yes, are you	currently involved in an abusive relationship:
CRISIS INTE	
Are you having	g thoughts or intentions of hurting yourself? Yes No
	g thoughts or intentions of hurting others? □ Yes □ No whom?
	lo you have a plan to carry out your thoughts? Yes No what is the plan?
	do you have access to weapons or anything else to hurt yourself or others? Yes No do specifics of what client has access to (i.e. pills, guns, knives, etc.):
Was a	eferral made to:Phone Number
MENTAL CO	NDITION: Document Client's Mental Condition at time of your interview
Behavior	□Polite □Cooperative □Suspicious/distrustful □Aggressive □Hostile □Agitated □Nervous □Withdrawn □Uncooperative □Resistant
Speech	□Slow □Rapid □Pressured □Loud □Soft □Slurred □Mumbled □Monotone □Clear/coherent □Confused □Stuttering □Appropriate Speed and volume
Appearance	□Neat/ well groomed □Unkempt/poor grooming □Malodorous (bad smelling) □Unusually Dressed □Appears older than age □appears younger than age □not remarkable

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				Client ID:	
Movements		valance) □Unsteady gait (poor bales □Appears stiff or uncomfortable			
Level of Cons	ciousness	Drowsy □Non-responsive			
Attention/Cor		centration/attn. □Easily distracted complete interview because of inatt		y following interview/an	swering questions
Orientation: [☐Oriented to person ☐	Oriented to place Oriented to tin	ne □Non-	Oriented □Oriented to	person, place, & time
Memory	☐Memory intact ☐	Recent memory intact □Remote r	nemory intac	ct	remote memory intact
Judgment	□Clear/logical □Irr	rational □Cloudy	Th	noughts: □Confused/jur	nbled □Clear/logica
Affect (facial e		n fits mood			
Client's Emer	gency Contact:		Phon	ne:	
Msg. Type:		Aware of C		atus? 🗆 Yes 🗆 No	
*Be sure to ge	t a release of information	n for this person sessment (should be reflecte	d on actic	on/corvigo plan)	
☐Adherence Co		Housing Assistance		ner Notification	☐ Vision
	stance Abuse Treatment	☐ Insurance Premium Asst.		Services	□ VISIOII
☐ Dental Care	tunee House Heatment	☐ Legal Assistance		scription Assistance	
□ Employment	Asst	☐ Medical Care		Reduction Education	
	inancial Assistance	☐Medical Case Management	□SSI/S		
☐ Financial Co		□Medicaid	□Supp	port Groups	
☐ Food Bank		□Medicare	□Tran	sportation	
☐ Food Stamps	3	☐Mental Health Counseling	□Volu	unteering	
*REFERRALS	TO BE MADE:				
ALERT MESSA	AGE IN PROVIDE:				
		SUMMARY			
		concise, coherent manner. You are			that became evident
during your as	sessment. Please also inc	clude strengths, weaknesses that you	i have identi	fied in the client.	
					<u> </u>
I,knowledge ar	nd belief. I agree to pro	, certify that all the informatiovide financial and other verification.	on I have g ition that m	iven is true and accura ay be needed to receiv	ite to the best of my re services.
Client or Gu	ardian			Date	
				Date	
				Date	
				Date	
paper visur _				Dan	

^{*} If you do not have a third party witness available when signature is indicated by a mark, please write a note of explanation and get your supervisor to initial and date this form.

Client ID:	
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Benefit Assessment Tool

	E INSURANCE				
	client have Private Insurance cov Care? Yes No Prescription		ls?	Mental Health? Yes 1	No
_	criptions only, is this a Medicare Name:			Copy in file?	
<u>Dental Ca</u> If yes, Cor	re?	ID#		Copy in file?] No
co As	lient may be eligible for one of the ost of the premium(s) and/or out-ossistance Guidelines" for eligibility e sure to remind client to notify you	of-pocket costs for prescription of criteria and enrollment pro	ons. See "SC AID cedures.	S Drug Assistance Program To	
SSI / SSDI					
Does clien Was this c If clien	t receive Social Security benefits a lient applied for Social Security b nt was applied to Social Security: Denied (If Applicable):	penefits?	Date Effe	ctive (If Applicable):	
*MEDICA	AID				
If yes, Is the clier Is this a M What is th	nt currently have Medicaid? You ton the CLTC Medicaid Waiver Redicaid Managed Care Organizate Medicaid Benefit Level? Control Contro	r program? Yes No No tion/Plan? Yes No No mprehensive Coverage Eogram eligibility criteria?	If yes, which comemergency Svcs. On	pany?	□ No
• If	client was applied to Medicaid, I ate Denied (If Applicable):	Date Applied:	Date Effective	(If applicable):	
If client w	as applied to Medicaid, you must o	obtain and file a copy of the	Medicaid application	on.	
□ Does no□ Disable□ Not Cu	as not applied to Medicaid, indicated to meet disability criteria/Not disabed, but does not meet income criterialstodial Parent ed, but does not qualify for CLTC-F	led a (\$817/Individual and/or \$1			
□ Not a U	JS Citizen	_			
	ot have SSI gible for Medicaid – ABD (Aged, E	Blind or Disabled) Program			
*MEDICA					
	irrently enrolled in one or more o	of the following Medicare B	enefit Programs:	∐Yes ∐ No	
•	ck all that apply: are Part A only (no cost to the client	t and only covers in nations h	osnital costs)		
☐ Medica☐ Medica	ire Part A only (no cost to the chemic ire Part B (Medicare program that c ire Part B - SLMB (Medicare program D – Full Low Income Subsidy.)	lient pays premium for cover	age of medical visi		cation,
☐ Medica	re - Part D with no subsidy (Medie	care program to cover Rxs li	ke a private insura	nce plan; Client may still be elig	gible for
ADAP serv ☐ Medicar for ADAP	re – Part D Low Income Subsidy (In	ndividual income <\$13,315 a	nd Couple <\$25,03	5 annually* <mark>2008</mark> *) (Client is not	t eligible
	are – Part D – GAPS Program (Med <\$25,660 receive continuation of continuation			an Individual Income <\$19, 14-	and

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*Important: Clients 65 and older who meet the income criteria for Full Low Income Subsidy should apply to FLIS before applying to GAPS Program.
Does client meet Medicare Program eligibility criteria? ☐ Yes ☐ No If no, is the client disabled but hasn't met the 2 year wait time for Medicare eligibility? ☐ Yes ☐ No If yes, when will client be eligible to sign up for Medicare benefits?
*PAYMENT SOURCE (PLEASE LIST ALL THAT APPLY)
☐ Private Insurance ☐ Other Public: Medicare, VA ☐ Medicaid ☐ Uninsured
*SC AIDS DRUG ASSISTANCE PROGRAM (ADAP) (ADAP includes: ADAP Direct Dispensing, ADAP Insurance Co-payment Program, and ADAP Health Insurance Continuation)
Is client currently on ADAP? Yes No If yes, which program(s):
If "No" has client ever been on ADAP? Yes No If yes, was the client terminated due to noncompliance? Yes No
OTHER PRESCRIPTION ASSISTANCE PROGRAMS
Does client need additional assistance for prescriptions while waiting for a pending application to one of the above mentioned prescription coverage or benefit programs? Yes No
Is the client ineligible for prescription coverage benefits? Yes No
OTHER BENEFITS
Is the client currently receiving food stamp benefits? Yes (active) Not eligible Applied Not interested/needed
Is the client receiving WIC benefits? Yes (active) Not eligible Applied Not interested/needed
Does the client need assistance applying for other compassionate care/indigent care programs related to medical needs? [Yes No If yes, explain:
Date: Name of Individual Completing Form:
Signature of Individual Completing Form:

Client ID:

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